United Nations ST/SGB/1999/1

Secretariat

13 February 1999

Secretary-General's bulletin

Organization of the secretariat of the Economic and Social Commission for Western Asia

The Secretary-General, pursuant to Secretary-General's bulletin ST/SGB/1997/5, entitled "Organization of the Secretariat of the United Nations", and for the purpose of establishing the organizational structure of the secretariat of the Economic and Social Commission for Western Asia (ESCWA), promulgates the following:

Section 1
General provision

The present bulletin shall apply in conjunction with Secretary-General's bulletin ST/SGB/1997/5, entitled "Organization of the Secretariat of the United Nations".

Section 2
Functions and organization

2.1 The secretariat of the Economic and Social Commission for Western Asia:

(a) Promotes economic and social development through regional and subregional cooperation and integration;

(b) Serves as the main general economic and social development forum within the United Nations system for the ESCWA region;

(c) Carries out analytical studies, research and surveys within the terms of reference of the Commission;

(d) Supports the development by its member States of norms and standards that facilitate economic relations and integration within the region and into the world economy;

(e) Establishes and develops statistical databases and information pertinent to the work of ESCWA in the collection, compilation, standardization, evaluation, processing and dissemination to end-users and assists member countries in improving data services;

(f) Formulates and promotes development assistance activities and projects commensurate with the needs and priorities of the region and acts as an executing agency for relevant operational projects;

(g) Organizes conferences and intergovernmental and expert group meetings and sponsors training workshops, symposia and seminars;

(h) Provides substantive secretariat services and documentation for the Commission and its subsidiary bodies;

(i) Coordinates ESCWA activities with those of the major departments/offices of the United Nations at Headquarters and specialized agencies and intergovernmental organizations, such as the League of Arab States, the Gulf Cooperation Council and the Organization of the Islamic Conference, with a view to avoiding duplication and ensuring complementarity, synergy and exchange of information.

2.2 The secretariat of ESCWA is divided into organizational units, as described in the present bulletin.

2.3 The secretariat of ESCWA is headed by an Executive Secretary at the Under-Secretary-General level. The Executive Secretary and the officials in charge of each organizational unit, in addition to the specific functions set out in the present bulletin, perform the general functions

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applicable to their positions, as set out in Secretary-General's bulletin ST/SGB/1997/5.

Section 3
Executive Secretary

3.1 The Executive Secretary of ESCWA is accountable to the Secretary-General.

3.2 The Executive Secretary is responsible for all the activities of the secretariat of ESCWA, as well as its administration; assists, advises and keeps the Secretary-General informed on matters concerning ESCWA and carries out any special task that may be assigned by the Secretary-General; discusses substantive issues and concerns of ESCWA with representatives of member States, members of the legislative organs, other departments/offices of the United Nations Secretariat, specialized agencies, intergovernmental and non-governmental organizations, individuals active in relevant fields and the press, as required; and carries out other functions as called for in accordance with the objectives of ESCWA.

Section 4
Office of the Executive Secretary

4.1 The Office of the Executive Secretary is headed by the Special Assistant to the Executive Secretary, who also serves as the Secretary of the Commission. The Special Assistant/Secretary of the Commission is accountable to the Executive Secretary.

4.2 The core functions of the Office are as follows:

(a) Servicing the Executive Secretary and facilitating the exercise of his supervisory responsibilities;

(b) Coordinating external relations with Governments, non-governmental organizations and regional organizations;

(c) Maintaining relations with United Nations Headquarters, the Economic and Social Council and other United Nations entities;

(d) Coordinating the meetings of ESCWA and ensuring provision of appropriate support services.

Section 5
Deputy Executive Secretary

5.1 The Executive Secretary, in the performance of his or her activities, is assisted by the Deputy Executive Secretary. The Deputy Executive Secretary is accountable to the Executive Secretary.

5.2 The Deputy Executive Secretary is responsible for advising the Executive Secretary on all substantive matters concerning the secretariat and its work in the region; assisting the Executive Secretary in the overall programme oversight, planning, coordination, direction and management of ESCWA activities to promote economic and social development and technical cooperation within the region; ensuring the implementation of resolutions and decisions of the Commission, the Economic and Social Council and other intergovernmental organizations; assisting the Executive Secretary in maintaining liaison with members and associate members of the Commission, United Nations organs and other organizations; and undertaking any other tasks as assigned by the Executive Secretary.

Section 6
United Nations Information Service/United Nations Information Centre

6.1 The United Nations Information Service (UNIS)/ United Nations Information Centre (UNIC) is headed by a Chief who is accountable to the Executive Secretary.

6.2 The core functions of UNIS/UNIC are as follows:

(a) Providing a broad range of information services for ESCWA and for other United Nations offices and agencies in Lebanon;

(b) Disseminating information, increasing awareness and promoting the activities of ESCWA and other United Nations offices and agencies in Lebanon, and of the United Nations as a whole;

(c) Developing and conducting mass media campaigns and maintaining contacts with representatives of the media, government officials and other entities;

(d) Providing information and feedback to the Department of Public Information at Headquarters in New York.

Section 7
Programme Planning and Technical Cooperation Division

7.1 The Programme Planning and Technical Cooperation Division is headed by a Chief who is accountable to the Executive Secretary.

7.2 The core functions of the Division are as follows:

(a) Planning, monitoring and evaluating ESCWA regular budget and technical cooperation programmes;

(b) Promoting development assistance activities and projects commensurate with the needs of the region;

(c) Providing, through a pool of highly qualified experts, advisory and technical cooperation services to member States and technical support to the substantive divisions of the Commission.

Section 8
Energy, Natural Resources and Environment Division

8.1 The Energy, Natural Resources and Environment Division is headed by a Chief who is accountable to the Executive Secretary.

8.2 The core functions of the Division are as follows:

(a) Promoting regional and subregional cooperation in the field of energy and natural resources;

(b) Providing assistance in the formulation of policies and measures for the proper management of energy and natural resources;

(c) Assisting in the application of environmentally sound technologies in the development of water and energy resources in the region;

(d) Supporting, in cooperation with the Programme Planning and Technical Cooperation Division, the Commission's technical cooperation programme.

Section 9
Economic Development Issues and Policies Division

9.1 The Economic Development Issues and Policies Division is headed by a Chief who is accountable to the Executive Secretary.

9.2 The core functions of the Division are as follows:

(a) Promoting economic development and integration among member countries at the regional and subregional levels within a global context by providing surveys and regular analyses of current economic developments in member States, and economic relationships between them and with the rest of the world;

(b) Advising member States on economic development policies and assisting in strengthening institutions;

(c) Supporting, in cooperation with the Programme Planning and Technical Cooperation Division, the Commission's technical cooperation programme.

Section 10
Social Development Issues and Policies Division

10.1 The Social Development Issues and Policies Division is headed by a Chief who is accountable to the Executive Secretary.

10.2 The core functions of the Division are as follows:

(a) Promoting social development and improvement of the quality of life in the region by formulating policies and programmes aimed at the alleviation of poverty and at institution-building and assessing the impact of population on social development, and by promoting a comprehensive approach to human development in the region;

(b) Addressing critical issues related to women in development and social change on human settlements;

(c) Following up on the implementation of measures and resolutions resulting from global conferences on social issues;

(d) Supporting, in cooperation with the Programme Planning and Technical Cooperation Division, the Commission's technical cooperation programme.

Section 11
Sectoral Issues and Policies Division

11.1 The Sectoral Issues and Policies Division is headed by a Chief who is accountable to the Executive Secretary.

11.2 The core functions of the Division are as follows:

(a) Promoting regional and subregional cooperation in the major economic sectors and activities such as agriculture, industry, transport and technology;

(b) Providing assistance in the harmonization of policies and measures in these areas;

(c) Supporting, in cooperation with the Programme Planning and Technical Cooperation Division, the Commission's technical cooperation programme.

Section 12
Statistics Division

12.1 The Statistics Division is headed by a Chief who is accountable to the Executive Secretary.

12.2 The core functions of the Division are as follows:

(a) Contributing to the development of timely, reliable and relevant internationally comparable statistics in the ESCWA region in cooperation with the national, regional and international bodies concerned;

(b) Collecting, assessing and compiling statistics, developing databases and disseminating financial and economic statistics on national accounts and indicators in the area of social statistics;

(c) Promoting international statistical standards and classifications and international statistical programmes and systems and adapting them to the needs of ESCWA member States;

(d) Supporting, in cooperation with the Programme Planning and Technical Cooperation Division, the Commission's technical cooperation programme.

Section 13
Administrative Services Division

13.1 The Administrative Services Division is headed by a Chief who is accountable to the Executive Secretary.

13.2 The core functions of the Division are as follows:

(a) Providing administrative direction and all appropriate support services (including human resources management, financial, general services, conference, electronic data processing and library services) to the secretariat of ESCWA;

(b) Advising the Executive Secretary on all administrative, management, security and organizational matters;

(c) Conducting staff/management relations;

(d) Providing Integrated Management Information System coordination;

(e) Administering the implementation of the Headquarters Agreement signed between the United Nations and the host Government;

(f) Providing common service arrangements for ESCWA and other United Nations offices and agencies occupying the ESCWA headquarters building (UN House).

Section 14
Final provisions

14.1 The present bulletin shall enter into force on 1 March 1999.

14.2 The Secretary-General's bulletin of 6 October 1994, entitled "Functions and organization of the secretariat of the Economic and Social Commission for Western Asia" (ST/SGB/Organization, Section: ESCWA/Rev.1), is hereby abolished.

(*Signed*) Kofi A. **Annan**
Secretary-General